

1. **Welcome, Introductions, and Brief Announcements**

2. **2018 Meeting dates: 1/18; 3/15; 5/17; 7/19; 9/20; 11/15**

**TIME: 9-11 AM;**

**Location: ADAMHS Board**

3. **Decision Issues**

- a) Approval of Minutes of 11/16/17 Meeting
- b) Point In Time Process – 2018
- c) LIHTC Priority Project recommendation: **Support St. Joseph’s Commons as the Priority PSH Project from Cuyahoga County for the 2018 LIHTC QAP process.**

4. **Housing Innovations Planning Assistance**

- February 6 – Single Adults
- February 7 – Families
- February 8 – Single Adult Shelter Assessment (Best Practices )

5. **Strategic updates:**

- a) Ending Youth Homelessness
  - Goals for 2018
- b) Ending Veteran Homelessness
  - Reorganization of Leadership group/resubmission goal
- c) Ending Chronic Homelessness
- d) Ending Family Homelessness

6. **Updates**

- a) River Bend Road
- b) Women’s Emergency Shelter
- c) Final – Statewide Plan to End Homelessness [www.ohs.cuyahogacounty](http://www.ohs.cuyahogacounty)

7. **Performance Standards & County Strategic Plan** ( <https://cuyahogacounty.us> “Featured News”)

8. **Written standards – process to develop**

## **Proposed Process for Cuyahoga County 2018 Point-in-Time Count**

HUD requires all Continuums of Care to conduct sheltered and unsheltered counts of homeless persons on one night during the last ten days of January. A provision in the HEARTH Act requires each CoC to approve the methodology for the point-in-time (PIT) Count.

Generally, we have conducted our count on the last Tuesday in January. This year, we recommend doing the count on Jan. 23. Jan. 30 is the last Tuesday this year. Moving the count to Jan. 23 allows time to reschedule and still meet HUD's time requirement, in case of extreme weather.

To complete the count, HUD requires data to be collected and compiled for persons in emergency shelters, transitional housing, safe havens, and persons who are unsheltered (i.e., on the street, in abandoned buildings, etc.)

### **Methodology**

Our count is designed to follow all HUD guidance and requirements. To accommodate the diverse organizations serving homeless persons, it has 3 components: a sheltered count conducted by organizations using HMIS, a sheltered count conducted by organizations not participating in HMIS, and an unsheltered count conducted by outreach workers. Specific materials and instructions are provided to all organizations, and OHS staff are available to answer questions and provide technical assistance.

### **The Sheltered Count**

Organizations participating in HMIS will generate an HMIS report for the date of the count that will include

- number of households without children (a single individual is a household), and the number of those persons who are age 18 to 24
- number of households with children and the number of those HH headed by parents age 18 to 24
- number of children
- demographic data on ethnicity, race, gender,
- subpopulation data: chronically homeless individuals and families, adults with serious mental illness, substance use disorder, HIV/AIDS and homeless adults fleeing domestic violence

In addition, the providers will generate separate reports containing all of the same information for veterans, parenting youth and unaccompanied youth. (Note: veterans, parenting youth and unaccompanied youth are included in the first report but also reported on separately. HUD requires the first report for all sheltered persons; the reports on veterans parenting youth and unaccompanied youth are subsets of the total homeless count.)

Organizations not participating in HMIS are asked to also conduct a count gathering the same information for persons and families who stay on the night of Jan. 23.

Follow-up is done with both HMIS and non-HMIS providers to address any discrepancies in reports and gather missing information.

### **Unsheltered Count**

Outreach workers conduct the unsheltered count as they make their rounds on the night of the count. In addition, they will visit select meal sites and Metanoia to include persons not encountered on the night of the count. To avoid double counting, workers ask persons surveyed after the count where they stayed that night, and obtain initials for each person surveyed.

Outreach workers from Bellefaire's Homeless and Missing Youth Programs will focus on identifying homeless youth by sending outreach workers to locations and events where youth often congregate. We will also coordinate with A Place 4 Me and Cleveland Metropolitan School District's Project Act.

### **The Housing Inventory Chart**

In addition to completing the point-in-time count, the CoC is also required to provide detailed information from each organization on HUD's Housing Inventory Chart (HIC). The HIC is designed to

- document capacity and utilization on the night of the count for all shelters, transitional housing, rapid re-housing and permanent housing (permanent supportive housing and rapid re-housing) serving homeless persons and families
- provide detailed information on PSH and RRH utilization – i.e.,
  - number of families with children
  - number of those families headed by parenting youth
  - number of chronically homeless families
  - number of veteran families
  - number of households without children
  - number of those persons who are chronically homeless
  - number of veterans
  - number of youth 18-24
  - number of veteran youth and
  - number of chronically homeless youth